Eastern Michigan University
Catering Provider Exception Request Form

Complete this form and submit at least 3 weeks (21 days) prior to a planned event. The exception review process may take up to 14 days. Please plan accordingly.

Important Information:

**Automatic Exception**

Any EMU catered event, with the exception of events held at the Student Center, where the cost of the food and its preparation totals less than $100.00 shall be exempt from Chartwells right of exclusivity. Food and preparation for such events need not be provided by Chartwells. These events are eligible for an automatic exception from Dining services. However, the Catering Exception request form must still be filled out. The authorized form should then be submitted with your Concur receipt for Accounting approval. All groups that do not meet the above requirement, but still desire an exception, must complete the request form and receive approval from the Dining Services Director. Please note that any event held in The Student Center will not be eligible for an exception.

Contact Information

Sponsoring Organization: ______________________________ Date: _________________

Contact Person: __________________________________________

Contact Email Address: ______________________________________

Contact Phone: Mobile: ______________________________ Office: __________________________

Event Information

Name of Event: ___________________________________________ Event Date: _________________

Requested Location: _______________________________________

Estimated Attendance: ____________ Event Times: Start: ____________ End: ____________

Proposed Caterer: __________________________________________

Only Licensed and Insured Caterers will be approved.

Caterer Contact Person: ___________________________ Caterer Phone: _______________________

Please provide a detailed justification for exception.

______________________________________________________________________________________

______________________________________________________________________________________

Please attach menu and pricing or use the space below to describe menu.

______________________________________________________________________________________

______________________________________________________________________________________

Please Note:

The Caterer must submit a copy of a Certificate of Insurance and a Health Department License.

Submit to:

Conference & Event Services: Student Center, Room 312 or BOOKEMU@emich.edu